



Department of Defense **DIRECTIVE**

May 3, 1997
NUMBER 5000.24

DA&M

SUBJECT : Pentagon Executive Dining Facilities (EDFs)

References: (a) Title 10, United States Code
(b) DoD Directive 5000.24, "pentagon Executive Dining Rooms,"
June 2, 1994 (hereby canceled)

A. **REISSUANCE AND PURPOSE**

Pursuant to the authority vested in the Secretary of **Defense** by reference (a) , this Directive reissues reference (b) to update policy and responsibilities for the administration and operation of EDFs located in the Pentagon.

B. **DEFINITION**

Pentagon Executive Dining Facilities (EDFs). Those eating facilities, established with the approval of the Secretary of Defense or designee, to provide senior civilian and military officials and their guests a private, secure area where they can dine and, at the same time, conduct official business, **and** where senior Defense officials may host special functions for visiting foreign dignitaries and top-level Government officials. **An** EDF consists of a kitchen and an adjoining room (or small number of rooms in close proximity as necessary to accommodate the needs of the aggregate membership) , which are used **solely** for dining purposes.

C. **POLICY**

It is DoD policy that:

1. Pentagon EDFs shall be operated in an efficient, economical manner.
2. The Secretary of Defense; the Secretaries of the Army, Navy, and Air Force; and the Chairman of the Joint Chiefs of Staff may each operate no more than one EDF. However, meals from an EDF kitchen may be served to those officials and their guests in multi-purpose rooms (such as, an office, conference room, or briefing room) on an irregular basis, when necessary to ensure privacy, continue a business meeting, or accommodate the seating of guests beyond the capacity of the official's EDF.
3. Operation of EDFs by officials not listed in subsection C.2., above, is prohibited.
4. Pentagon EDFs shall be chartered by the Secretary of Defense or designee. As a minimum, charters shall include the purpose of the EDF; resources assigned to operate and support the EDF; and controls on use of EDFs for special

functions. These charters shall be reviewed and updated periodically as changes occur, but not less than every six years.

D. PENTAGON EDF COMMITTEE

1. There is established a Pentagon EDF Committee with responsibility to advise and make recommendations to the Director of Administration and Management, Office of the Secretary of Defense (DA&M, OSD), on EDF policy and operational matters.

2. The DA&M, OSD, shall serve as Committee Chair.

3. Membership shall consist of one representative of each official listed in subsection C.2., above.

E. PENTAGON EDF OPERATING GUIDELINES

1. Membership. Membership in Pentagon EDFs shall be by invitation of the Secretary of Defense, the Secretaries of the Military Departments, and the Chairman of the Joint Chiefs of Staff (for their respective EDF), and shall be limited to selected senior-level members of their staffs. Individuals may be regular members in no more than one EDF, except for the Joint Chiefs of Staff, who may belong to the Chairman of the Joint Chiefs of Staff EDF and their respective Military Department EDF.

2. Prices and Funding

a. Meal prices must be sufficient to cover operating expenses and food costs and shall be not less than prices charged in comparable commercial establishments.

b. The following guidelines shall be used for determining which Pentagon EDF costs are "operating expenses" and therefore funded from non-appropriated funds, and which costs should be funded from appropriated funds.

(1) Funded from non-appropriated funds: All food and beverage purchases; any special mess attendant clothing (jackets, trousers, etc.) ; laundry costs ; and general maintenance supplies, mess equipment, and china and tableware.

(2) Funded from appropriated funds: Personnel pay and allowances; space rental; utilities; new construction, renovation, and painting; purchase, maintenance, and repair for kitchen equipment, furniture, and office equipment; cleaning of draperies and rugs, etc. ; transportation costs related to vehicles used for mess purposes, general office supplies, costs related to extermination services, and annual mess audit fees. Non-appropriated funds may be used, if available.

3. Alcoholic Beverages. Alcoholic beverages shall not be served in Pentagon EDFs unless exception to the restriction on serving alcoholic beverages in Government buildings is approved by the DA&M, OSD.

F. **RESPONSIBILITIES**

1. The Director of Administration and Management, Office of the Secretary of Defense, shall:


- a. Serve as principal advisor to the Secretary of Defense for, and exercise staff supervision over, the operation of Pentagon EDFs.
- b. Approve or disapprove, for the Secretary of Defense, EDF charters.
- c. Monitor the operation of Pentagon EDFs, ensure compliance with this Directive, and issue necessary instructions, guidance, and procedures for improvement of EDF operations.
- d. Determine reporting requirements and issue instructions for their submission.
- e. Convene meetings of the Pentagon EDF Committee to:
 - (1) Provide advice and make recommendations on overall policy and operational matters relating to Pentagon EDFs.
 - (2) Examine specific Pentagon EDF problems and develop proposed courses of action to facilitate their solution.

2. The Secretaries of the Military Departments, the Chairman of the Joint Chiefs of Staff, and the Director of Administration and Management, Office of the Secretary of Defense (for the Secretary of Defense EDF), shall:

- a. Ensure that their respective Pentagon EDFs are organized and operated in the most efficient and economical manner, consistent with this Directive.
- b. Submit proposed charters for operation of Pentagon EDFs, in conformance with subsection C.3., above.

G. **EFFECTIVE DATE**

This Directive is effective immediately.


John P. White
Deputy Secretary of Defense